



Job Task Analysis

Employer:	Stanislaus County
Occupation:	Licensed Vocational Nurse
Classification:	Licensed Vocational Nurse I, II
Company Contact:	Risk Management 1010 10 th Street Modesto, California 95354 (209) 525-5770
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Analysis Provided By:	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 3500 Coffee Road, Suite 3 Modesto, California 95355 (209) 549-4626

INTRODUCTION:

A complete job description is available through Stanislaus County Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities is based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description; safety requirements; equipment; environmental factors; and physical/functional demands.

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GENERAL WORK DESCRIPTION:

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

SPECIFIC DUTIES: Available through the Human Resources Department at the County of Stanislaus.

<http://www.stancounty.com/personnel/PDF/JobSpecifications.pdf>

Safety Requirements: All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

Equipment:

- | | |
|------------------------|-----------------------------|
| 1. Blood Pressure Cuff | 5. Mouse |
| 2. Computer | 6. Monitor |
| 3. Keyboard | 7. Tuberculosis Needle Test |
| 4. Methadone Dispenser | 8. Vehicle |

*All employees within the **Licensed Vocational Nurse I, II** position are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the **Licensed Vocational Nurse I, II** position.*

ENVIRONMENTAL FACTORS

The following percentages are given in terms of an eight-hour workday:

Seldom =	1% - 2%	Frequent =	34% - 66%
Occasional =	3% - 33%	Constant =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights:.....	Not Applicable
2.	Being around moving machinery:.....	Not Applicable
3.	Exposure to marked changes in temperature and humidity:..... outside temperatures may seasonally vary between 28-110 degrees.	Not Applicable
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify):.....	Not Applicable
5.	Driving : Vehicle.....	Occasional
6.	Exposure to excessive noise:..... <i>Hearing protection is available</i>	Not Applicable
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Not Applicable
9.	Exposure to slippery or uneven walking surfaces:.....	Not Applicable
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors:	Not Applicable
12.	Working with explosives:.....	Not Applicable
13.	Excessive vibration:	Not Applicable
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Not Applicable
15.	Working proximity:.....	Alone: Not Applicable Closely with others: Continuous
16.	Working inside:.....	Continuous
17.	Working outside:.....	Not Applicable

FUNCTIONAL ACTIVITIES



The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) PUSH: *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-15 pounds:	Seldom
16-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck.

Additionally, one person assistance is available with forces greater than 15 pounds.

Comments: Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving, transporting supplies (e.g. door, file). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. open/close door, file, cabinet).

2.) PULL: *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

<u>MAXIMUM REQUIREMENT</u>	
0-10 pounds:	Occasional
11-15 pounds:	Seldom
16-100 pounds:	Not Required
Maximum Force: 15 Pounds	

Assistive Devices: 4-Wheeled Cart, Hand Truck.

Additionally, one person assistance is available with forces greater than 15 pounds.

Comments: Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving, and/or transporting supplies (e.g. door, file). The employee exerts up to 15 pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. open/close door, file, cabinet). *Pushing is the preferred method of moving carts.*

3.) STAND-UP LIFT: *Lifting weighted objects between floor and waist height.*

<u>MAXIMUM REQUIREMENT</u>	
0-100 pounds:	Not Required
Maximum Force: 0 Pounds	

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

MAXIMUM REQUIREMENT	
0-10 pounds:	Occasional
11-100 pounds:	Not Required
Maximum Force: <u>10</u> Pounds	

Assistive Devices: 4-Wheeled Cart.

Additionally, one person assistance is available with weights greater than 10 pounds.

Comments: A level lift is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting supplies (e.g. documents, medication). The employee lifts items weighing between <1 pounds and 10 pounds when performing job tasks (e.g. chart, miscellaneous forms, < 2 quart pitcher container of water; medicine cup).

5.) **WEIGHT CARRY:** *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

MAXIMUM REQUIREMENT	
0-100 pounds:	Not Required
Maximum Force: <u>0</u> Pounds	

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.*

MAXIMUM REQUIREMENT	
0-100 pounds:	Not Required
Maximum Force: <u>0</u> Pounds	

Assistive Devices: A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level.

7.) **OVERHEAD REACH:**

MAXIMUM FREQUENCY: Not Required

Comments: A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. Variables to overhead reaching will be the employee's height and anthropometric reach.

8.) **FORWARD REACH:**

MAXIMUM FREQUENCY: Frequent

Comments: Forward reach is performed to a distance of 28 inches when retrieving, returning, storing, adjusting equipment, controls and supplies (e.g. desktop work; medical records; operate methadone dispensing machine; pour liquid; drive vehicle; monitor clients vitals). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

9.) **STOOP:**

MAXIMUM FREQUENCY: Not Required

10.) **SQUAT: (Unloaded)**

MAXIMUM FREQUENCY: Not Required

Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.

11.) **FORWARD BEND:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Bending forward at the waist is performed when retrieving, returning, storing, adjusting, moving, equipment and supplies (e.g. file, drawer, cabinet; stock supplies in storage cabinet). Maximum forward trunk flexion required is 45 degrees. *Employee may avoid excessive forward bending of the trunk up to 80 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

12.) **TWIST:**

**MAXIMUM
FREQUENCY:** Seldom

Comments: Twisting at the waist to climb in/out of vehicle, drive vehicle. *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel chair.*

13.) **TURN:**

**MAXIMUM
FREQUENCY:** Not Required

14.) **KNEEL:**

MAXIMUM FREQUENCY: Not Required

15.) **CRAWL:**

MAXIMUM FREQUENCY: Not Required

16.) **STAIR CLIMB:**

MAXIMUM FREQUENCY: Not Required

17.) **LADDER CLIMB:**

MAXIMUM FREQUENCY: Not Required

Comments: Variables to overhead climbing will vary according to the employee's height and anthropometric reach.

18.) **WALK:**

MAXIMUM FREQUENCY: Frequent

Comments: Walking while perform job tasks (e.g. dispense methadone, documentation, drug test, walk to/from vehicle public agencies and/or colleagues, physician office, consulting with collaborating agencies, court house). Walking length varies between 3 feet and 600+ feet depending on job task.

19.) **SIT:**

MAXIMUM FREQUENCY: Frequent

Comments: Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. sit to perform desk work, interviews, meetings; drive vehicle).

20.) **STAND:** (Static)

MAXIMUM FREQUENCY: Occasional

Comments: Static standing is performed for a maximum of 15-minute intervals when interacting with patient and/or utilizing equipment (e.g. dispense methadone; documentation; drug test; stand for visual and verbal interaction with client; patient vital monitoring; medication management).

21.) **BALANCE:**

MAXIMUM FREQUENCY: Frequent

Comments: Good balance is required for safe walking, standing, climbing and lifting.

22.) **HAND/FOOT CONTROL:**

<u>MAXIMUM REQUIREMENT</u>	
HAND:	
Right:	Occasional
Left:	Occasional
Both:	Occasional
Either:	Not Required
FOOT:	
Right:	Occasional
Left:	Seldom
Both:	Not Required
Either:	Not Required

Comments: Hand controls are utilized to operate equipment (e.g. vehicle) when adjusting, and/or utilizing equipment (e.g. drive vehicle). Foot controls are utilized to operate equipment (e.g. drive vehicle).

23.) UPPER AND LOWER EXTREMITY COORDINATION:

	MAXIMUM REQUIREMENT
Simple Grasp:	Occasional
Firm Grasp:	Not Required
Fine Manipulation:	Frequent
Eye/Hand Coordination:	Frequent
Hand/Foot Coordination:	Occasional

Comments: Grasping and coordination activities are performed when adjusting, utilizing, operating and/or managing patients, supplies, equipment and machines (e.g. documentation, drive vehicle; desktop work; medication management).

Simple grasping is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; drive vehicle, monitor vitals).

Firm grasping is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater).

Fine manipulation is utilized to perform job tasks (e.g. handwrite, keyboard, mouse; monitor vitals, door lock/key; operate methadone machine; monitor vitals).

Eye/hand coordination is utilized to perform job tasks (e.g. drive vehicle; mouse; monitor vitals, handwrite, door lock/key; operate methadone machine; monitor vitals).

Hand/foot coordination is utilized to perform job tasks (e.g. drive vehicle).

Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.

24.) CERVICAL (NECK) MOVEMENT:

	MAXIMUM REQUIREMENT
Static Neutral Position:	Frequent
Flexing:	Occasional
Rotating:	Frequent
Extending:	Seldom

Comments: Neck movement is required when performing job tasks (e.g. client observation; desktop work; drive vehicle; monitor vitals; medication management). *Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

{End of Report}



Stanislaus County

JOB TASK ANALYSIS SUMMARY

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

Licensed Vocational Nurse I, II

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)</i> ¹	15 Pounds	<i>Stair Climb</i>	Not Required
<i>Pull (Force)</i> ¹	15 Pounds	<i>Ladder Climb</i>	Not Required
<i>Stand Up Lift</i>	Not Required	<i>Walk</i> ¹	Frequent
<i>Level Lift</i> ¹	10 Pounds	<i>Sit</i> ¹	Frequent
<i>Weight Carry</i>	Not Required	<i>Stand (Static)</i> ¹	Occasional
<i>Overhead Lift/Pull Down</i>	Not Required	<i>Balance</i> ¹	Frequent
<i>Overhead Reach</i>	Not Required	<i>Hand Control</i> ¹	Occasional
<i>Forward Reach</i> ¹	Frequent	<i>Foot Control</i> ¹	Occasional
<i>Stoop</i>	Not Required	<i>Simple Grasp</i> ¹	Occasional
<i>Squat (Unloaded)</i>	Not Required	<i>Firm Grasp</i>	Not Required
<i>Forward Bend</i> ¹	Seldom	<i>Fine Manipulation</i> ¹	Frequent
<i>Twist</i> ¹	Seldom	<i>Eye/Hand Coordination</i> ¹	Frequent
<i>Turn</i>	Not Required	<i>Hand/Foot Coordination</i> ¹	Occasional
<i>Kneel</i>	Not Required	<i>Cervical (neck) Movement</i> ¹	Frequent
<i>Crawl</i>	Not Required		

¹ The critical demands of the job.

Lyle Andersen, PT

Date: _____	Date: _____
Lyle Andersen, PT, CWCE Preparer Signature	Contact Person Title
Date: _____	Date: _____
Contact Person Title	Contact Person Title

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